



STATE OF CALIFORNIA
Department of Parks and Recreation
EXAMINATION ANNOUNCEMENT
MECHANICAL ENGINEERING TECHNICIAN II
OPEN/PROMOTIONAL – SPOT
ONE DAY FILE IN PERSON



AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

HI40-3594

9PR31

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Parks and Recreation
POSITIONS EXIST	This is a spot exam for Yolo County Only
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as of September 1, 2009, the final filing date.
WHERE TO APPLY	Applications (STD.678) are available upon request and <u>MUST BE FILED IN PERSON.</u> Faxed, mailed and/or applications post marked or received via interoffice mail <u>will not be accepted for any reason.</u> <u>APPLICATIONS WILL BE ACCEPTED ON SEPTEMBER 1, 2009 BETWEEN THE HOURS OF 8:00AM AND 5:00 PM AT 1416 9TH STREET, SACRAMENTO, CA 95814.</u> Please bring identification when filing your application. <u>YOU MUST INCLUDE EXAM CODE 9PR31 ON THE APPLICATION.</u> Do not submit applications to the State Personnel Board. For further information regarding this exam please call (916) 654-9420.
FINAL FILING DATE	Applications (Form STD 678) <u>must be filed in person on September 1, 2009, the final filing date.</u>
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during September/October 2009.
SALARY RANGE	\$3922 - \$4766
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list and an open eligible list will be established for the Department of Parks and Recreation. These lists will be abolished 24 months after it is established unless the needs of the service and conditions of the lists warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by September 1, 2009, the final filing date.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>All applications must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications received without this information will be rejected.</p> <p>Pursuant to Government Code 18935(b), candidates with <u>permanent</u> status at the Mechanical Engineering Technician II level or above may not be eligible to apply for this examination.</p>

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**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

EITHER I

EXPERIENCE: Two years of experience as a Mechanical Engineering Technician I in the California state service.

OR II

EXPERIENCE: Five years of drafting and design experience in an engineering office (one year of which may be specification writing only), two years of which must have been mechanical drafting and design experience equivalent in level of responsibility to a Mechanical Engineering Technician I in the California state service.

AND

EDUCATION: Completion of a two-year terminal curriculum in mechanical technology at a community college, or completion of the sophomore year (at least 60 semester units or equivalent quarter units) of a professional mechanical engineering college or university curriculum. [Candidates may substitute mechanical drafting experience for the education on the basis that one year of experience is equivalent to one year (at least 30 semester units or equivalent quarter units) of education.]

**QUALIFICATION
APPRAISAL
INTERVIEW
(Weighted 100%)**

Scope:

- A. Knowledge of:
 - 1. Design of mechanical systems, components and materials.
 - 2. Installation and construction methods.
 - 3. Drafting symbols, devices and mechanisms.
 - 4. State-of-the-art technology, i.e., CADD, personal computers, stand-alone interactive systems and various technical aids.
 - 5. Air conditioning, ventilation and heating systems, piping and duct work and fan, turbine, pump, highway maintenance equipment and equipment components and installations.
 - 6. Mechanical theory and practice.
 - 7. Engineering mathematics.
 - 8. The department's safety and health policies and procedures.
 - 9. Basic safety practices contained in the California Code of Regulations, Title 8 Industrial Relations, Safety Orders, and the General Industry Safety Orders regarding personal protective equipment.
- B. Ability to:
 - 1. Follow directions.
 - 2. Prepare design and contract drawings for mechanical work from existing drawings and from design notes and sketches.
 - 3. Interpret all drawings, plans and specifications of any kind encountered in the work and incorporate mechanical and associated drawings, plans and specifications into general design and contract documents.
 - 4. Prepare as-built plans.
 - 5. Use state-of-the-art technology, i.e., CADD, personal computers, stand-alone interactive systems and automated lettering devices.
 - 6. Prepare neat and accurate drafting and freehand and machine lettering.
 - 7. Report the status of work and the completed results.
 - 8. Prepare basic, or assist in preparation of complex plans, specifications and quantity and cost estimates of mechanical work.
 - 9. Do mechanical design and layout work of average difficulty and detail drafting of the most complex nature.
 - 10. Work independently.
 - 11. Prepare engineering calculations.
 - 12. Check and plot from field notes and prepare and check complex plans, quantity and cost estimates and specifications of mechanical work.
 - 13. Do complex layout work.
 - 14. Specify and estimate mechanical systems and components.
 - 15. Do shop and field inspection of equipment and mechanical systems.
 - 16. Correlate plans, designs, drawings and data with physical conditions.

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**EXAMINATION
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

IF CONDITIONS WARRANT, THIS EXAMINATION MAY UTILIZE AN EVALUATION OF EACH CANDIDATE'S EDUCATION AND EXPERIENCE COMPARED TO A STANDARD RATING, DEVELOPED FROM THE CLASS SPECIFICATION. The panel will be competitively evaluating your application and resume to give you a score. For this reason, it is **especially important** that each candidate take special care in **accurately** and **completely** filling out the application. List **all** experience relevant to the Requirements for Admittance to the Examination, position description, and **scope** shown on this announcement. Supplementary information will be accepted, but read the Requirements for Admittance to the Examination, position description, and **scope** carefully to see what kind of information will be useful to the staff doing the evaluation. A Panel will be evaluating your application and resume to give you a score.

**POSITION
DESCRIPTION**

This is the entry and first working level of the series. Under the supervision of an engineer, incumbents prepare complete design and contract drawings and check shop drawings and construction submittals; design simple mechanical systems to previously established standards; prepare basic plans, specifications and quantity and cost estimates on a wide variety of mechanical work such as air conditioning, ventilation and heating systems for buildings and tunnels, bridge mechanical devices, piping and duct work, highway maintenance equipment and equipment components and mechanical systems for power plants, pumping plants and generator, Fan and pump installations; prepare mechanical system layouts and mechanical detail drawings of average difficulty; use state-of-the-art technology, i.e., Computer-Aided Drafting/Design (CADD), personal computers, stand-alone interactive systems and automated lettering devices; incorporate mechanical details into general plans and occasionally will work on drawings and designs other than mechanical; inspect simple manufacturing and installations of mechanical materials and highway maintenance equipment and equipment components; make simple engineering calculations; report the status of basic mechanical engineering work and completed results.

**VETERANS'
PREFERENCE
CREDITS**

Veterans' preference credits will **NOT** be granted in this examination.

CAREER CREDITS

Career Credits are not granted in open and promotional examinations.

**CONFIDENTIALITY
AND SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 654-9420, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 654-9420, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Parks and Recreation.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. In addition locations of oral interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Promotional Candidates: Candidates who meet the minimum qualifications. Applicants must have a permanent civil service appointment with the Department of Parks and Recreation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, OR 3) a person retired from the United States military, honorably discharged from active duty with a service connected disability, or honorably discharged from active duty as defined in GC, Section 18991, as of the **final filing date, September 1, 2009**, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Examination Unit 1416 9th Street, Room 1018 Sacramento, CA 95814 or P.O. Box 94296-0001 (916) 654-9420

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)